

MANAGEMENT NOTICE

To: All Mission Staff

Date: 02/18/09

From: Tom Ray, Supervisory Executive Officer

No: 008/09

Subject: **Vacancy Announcement – Purchasing Agent**

USAID/Mozambique is recruiting for a Purchasing Agent within the Office of Administrative Management, Procurement Section. This position is being advertised within the Mission and outside through the “Notícias” newspaper and is open to all employees who meet the stated qualifications. This position is a Foreign Service National (FSN) position classified at the FSN 5 grade level. The employee will work 40 hours per week and will work under the general supervision of the Procurement Agent.

Basic Function of Position:

The incumbent will purchase a variety of items in the local market for the Mission, such as office and maintenance supplies, tools, hardware, household items, spare parts for vehicles, etc. The incumbent will maintain professional contacts with local vendors and with Mission staff.

Required Qualifications:

The employee must have the following qualifications:

- Completion of Secondary School.
- Minimum of three years in procurement, billing, accounting or related skills functions.
- Good working knowledge of procurement procedures and regulations, and of the local market's practices and suppliers.
- Good working knowledge of English and Portuguese languages.
- He/she must have strong interpersonal skills; exceptional accuracy and attention to detail; uncompromising integrity; good judgment and initiative; be punctual; and be able to lift heavy items while delivering purchased goods. Must possess a valid driver's license. Proficiency in the use of computer applications, including Word, Excel, e-mail and Internet.

Selection Process:

Candidates will be evaluated based on relevant knowledge, experience and abilities demonstrated in their application materials, recommendations from references, previous employers and interviews. This is a local position and compensation will be in accordance with the Local Compensation Plan. Closing date for applications is **March 5, 2009**. Interested candidates should forward a cover letter with CV in English to: USAID, Office of Administrative Management, Human Resources Specialist or by e-mail: mz_recruiter305@usaid.gov by **March 5, 2009**. Only candidates selected for interviews will be informed in writing of the Selection Committee's final decision.

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